

AC Office Hours 4/10 – 4/13

<b>Day</b>	<b>Time</b>	<b>Type</b>	<b>Location</b>	<b>Person</b>
Tuesday, 4/10	10 – 11 am	In person	Mann library lobby	Elena
Wednesday, 4/11	2 – 3 pm	Virtual	Google Hangouts	Tyler
Thursday, 4/12	9 – 10 am	Virtual	Google Hangouts	Kriszta
	12 – 1 pm	In person	Myron Taylor Hall Room 471	Matt
Friday, 4/14	3 – 4 pm	In person	Dairy bar	Cassandra

Google Hangouts link: [https://hangouts.google.com/hangouts/\\_/cornell.edu/obligations-doc](https://hangouts.google.com/hangouts/_/cornell.edu/obligations-doc)

## 2016-2018 Byline Funded Organization Obligations

### 1 **Item I. Preamble**

2 The purpose of the Graduate and Professional Student Activity Fee (GPSAF) is to support  
3 organizations and programs that are operated primarily for students, by students.  
4 Organizations receiving funding directly from the GPSAF are called byline-funded organizations.  
5 This document describes how organizations may obtain byline funding and, once they have  
6 received funding, which obligations they must fulfill in return for funding.

### 7 **Item II. Eligibility**

#### 8 **Section 2.01**

9 The Board of Trustees set forth eligibility criteria for receiving byline funding, which are  
10 available on the Appropriations Committee website. In order to be considered for byline  
11 funding from the Activity Fee, all organizations must:

- 12 a. Directly and primarily serve and benefit the entire graduate and professional student  
13 community at Cornell,
- 14 b. Allow all students equal access to services and/or participation,
- 15 c. Request a minimum of \$0.50 per student per year.

#### 16 **Section 2.02**

17 Organizations that have not received byline funding in the past, or have had their eligibility  
18 revoked by the GPSA, must in addition:

- 19 a. Register with the Student Leadership, Engagement and Campus Activities Office,
- 20 b. Have a Cornell operating account with internally-controlled funds,
- 21 c. Have a Cornell-employed advisor with oversight of Cornell funds,
- 22 d. Help advertise and organize at least one informational forum regarding their request for  
23 GPSAF funding.
- 24 e. If an independent organization:
  - 25 i. Have petitions with signatures of 10% of the graduate and professional student  
26 community,
  - 27 ii. Have received funding from GPSAFC for at least the 4 semesters preceding their  
28 application.
- 29 f. If a University organization:
  - 30 i. Have petitions with signatures of 10% of the graduate and professional student  
31 community.

32 **Section 2.03**

33 All organizations must cooperate in the application process outlined under Item IV of this  
34 document.

35 **Section 2.04**

36 The GPSA may also elect to provide byline funding for other programs and services, which are  
37 not registered organizations but whose purpose and operations are consistent with the criteria  
38 outlined above for byline funded organizations, with the approval of the President of the  
39 University.

40 a. Such programs or services need to demonstrate their appeal to graduate and  
41 professional students via petitions with signatures of at least 10% of graduate and  
42 professional student community, or

43 b. A 2/3 vote of the seated members can make an exception to this rule in the spring  
44 semester preceding the byline funding application process.

45 **Item III. Petitioning Guidelines**

46 **Section 3.01 Petitions must be registered with the Office of the Assemblies before presenting**  
47 **to the public.**

48 a. Petitions must state the name of the organization, the mission statement of the  
49 organization, and the initial monetary request it seeks when presented to the public.

50 b. Organizations seeking to receive byline funding will collect petition signatures during the  
51 four weeks preceding the initial application deadline, and the collected signatures shall  
52 be verified by the Office of Assemblies.

53 **Item IV. Procedure**

54 **Section 4.01**

55 Each organization seeking byline funding must submit an application by the deadline set forth  
56 by the Appropriations Committee.

57 a. With its application the organization must submit, unless prohibited by the University  
58 Confidentiality and Disclosure requirements:

59 i. Dollar request per student per year,

60 ii. Mission Statement, Constitution, Charter, and Bylaws,

61 iii. Financial Information (5–10 pages),

62 1. Statements for the past four fiscal years,

- 63                           2. Budget and spending to date for the current year,
- 64                           3. Budgets for the two years of the funding cycle applying for.
- 65           iv.   Group Portrait (3 pages) including:
  - 66                           1. Officers,
  - 67                           2. Number of members,
  - 68                           3. Number of students served,
  - 69                           4. History,
  - 70                           5. Activities, programming, and events in current academic cycle.

71   **Section 4.02**

72   If the group is a new group, the organization must, in addition, present evidence that the  
73   requirements of Article II Section 2.02 are met.

74   **Section 4.03**

75   The Appropriations Committee will review the organization’s application at one of its meetings.

76       a. All organizations meeting any of the following criteria will be required to present their  
77       request at an Appropriations Committee meeting, which will be scheduled at least one  
78       week in advance by the Chair:

- 79           i. Any new organization requesting funding,
- 80           ii. Any organization requesting an increase in funding,
- 81           iii. Any organization whose application the Appropriations Committee feels needs  
82           further explanation,
- 83           iv. Any organization who wishes to present its case, at the discretion of the  
84           Appropriations Chair.

85       b. The time spent on any particular organization’s application or presentation may be  
86       restricted at the discretion of the Appropriations Committee Chair.

87   **Section 4.04 Appropriations Committee Recommendation**

88       a. When an organization’s application has been discussed in the Appropriations  
89       Committee, the Committee shall make a recommendation to the GPSA.

90       b. Recommendation to the GPSA should include:

- 91           i. Recommendation on whether to allocate funding to an organization,

- 92           ii. Recommendation on the amount of funding.
- 93           c. Each organization’s allocation recommendation will be presented to the GPSA by the  
94           Appropriations Committee Chair on an individual basis no later than the fifth regular  
95           GPSA business meeting of the Fall semester in a fee-setting year.
- 96           d. Recommendations are passed by a simple majority approval of the present voting  
97           members.

98   **Section 4.05 Recommendation Reconsideration**

- 99           a. The GPSA may request the Appropriations Committee to reconsider its recommendation  
100           for an organization.
- 101           b. Should this occur, the organization will be informed by the Appropriations Committee  
102           Chair and given the opportunity to revise its request.

103   **Section 4.06 Time Line**

- 104           a. The Appropriations Committee shall present its initial recommendations no later than  
105           the fifth regular GPSA meeting of the fall semester.
- 106           b. The allocation process will be finished by the last day of classes of the Fall semester.
- 107           c. The applying organizations will be informed of the allocation they received prior to the  
108           start of the Spring Semester.

109   **Section 4.07 Funding Obligations and Guidelines for Organizations**

- 110           a. In the spring semester following the setting of the Activity Fee, the Appropriations  
111           Committee will make recommendations for guidelines and obligations regarding  
112           individual organizations that have been granted byline funding, in consultation with  
113           each organization and in line with the organization’s funding application.
- 114           b. Such obligations and guidelines shall be passed by the GPSA and appended to this  
115           document.
- 116           c. To prevent said appendix from being outdated, the Appropriations Committee shall, for  
117           each two year cycle, present a complete and coherent appendix as a resolution to the  
118           GPSA during the spring semester after the GPSAF is approved, to replace the previous  
119           appendix in its entirety.

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121 **Item V. Obligations**

122 **Section 5.01 The GPSA shall assist GPSAF recipients in adhering to the obligations and**  
123 **guidelines as follows:**

- 124 a. The GPSA shall provide each organization, as well as the Dean of Students and the Dean  
125 of the Graduate School, a current copy of the obligations and guidelines and of the GPSA  
126 Charter each year.
- 127 b. Each organization shall be notified of any GPSA meeting in which legislation concerning  
128 or affecting GPSAF recipients is pending.

129 **Section 5.02 Once funded by the GPSAF, organizations must abide by the rules outlined**  
130 **below.**

- 131 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for which  
132 admission is charged,
- 133 i. Cornell students shall receive a reasonable discount to reflect their prior  
134 contribution via the GPSAF.
- 135 ii. Cornell students shall be given the first opportunity to purchase tickets. At least  
136 the first day of ticket sales must be for Cornell students exclusively.
- 137 b. Regarding publicity, each organization shall include the following (or similar) statement  
138 on all fliers, posters, promotions, programs, and literature: "Funded in part by the  
139 Graduate and Professional Student Activity Fee."
- 140 c. Regarding organizational structure
- 141 i. Each organization shall regularly advertise its existence and encourage student  
142 participation in its meetings, which shall be open to the public.
- 143 ii. The GPSA shall have the option of appointing a graduate or professional student  
144 to serve as a non-voting liaison to each organization or, where appropriate, its  
145 Advisory Board or Steering Committee.
- 146 d. Regarding finances and reporting
- 147 i. Each organization shall, every fall semester, present to the GPSA during a regular  
148 meeting an oral account of the use of its Activity Fee allocation for the previous  
149 academic year. In addition, the GPSA may request an organization to present  
150 (during a regular meeting) an oral account of its entire operations and/or a  
151 summary of its activities, including usage statistics and future programming  
152 plans.

- 153           ii. All organizations must notify the Appropriations Committee prior to any changes  
154           in the organizations/bylaws and/or constitution.
- 155           iii. For accounting and reporting purposes, the GPSAF monies shall be held in a  
156           separate university account.
- 157           iv. Organizations that own capital equipment are strongly encouraged to include  
158           depreciation in their full yearly budgets and must report balances in all  
159           depreciation in yearly financial statements. Capital equipment purchases must  
160           be reported in the financial statements of the year purchased.

161   **Section 5.03 Regarding violations**

- 162           a. Organizations which repeatedly violate these guidelines shall have their eligibility for  
163           funding investigated and the GPSA may levy penalties or sanctions to organizations that  
164           are found in violation of these guidelines. The GPSA expressly reserves the right to  
165           revoke Activity Fee funding.

166   **Item VI. Ratification and Expiry**

167   Upon adoption by the GPSA, this document shall be in effect as of June 1, 2016. It shall expire  
168   on May 31, 2018.

169   **Item VII. Amendments**

170   **Section 7.01**

171   This document may be amended pursuant to Article VIII Section 8.04 of the GPSA Charter.

172   **Section 7.02**

173   All amendments must also be incorporated into the GPSA Byline Allocation Procedures, the  
174   GPSAFC Funding Guidelines, and the GPSA Charter.

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176 **Appendix A. Individual Organization Obligations for Funding**

177 **Section A.01**

178 Furthermore, individual organizations shall adhere to the following additional Guidelines:

179 a. Cornell Concert Commission

180 i. The Cornell Concert Commission shall continue to offer discounted tickets for all  
181 ticketed events.

182 ii. The Concert Commission shall seek to produce two shows at Bailey Hall or  
183 similarly sized venue each academic year.

184 iii. The Concert Commission shall seek to produce two shows at Barton Hall or  
185 similarly sized venue each academic year.

186 iv. The Cornell Concert Commission shall seek to produce one free show every year  
187 on the Arts Quad.

188 v. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three  
189 on-campus music events with other Cornell University groups.

190 vi. The Cornell Concert Commission shall make reasonable effort to allocate at least  
191 10% of tickets for sale exclusively to graduate/professional students on the first  
192 day of sales. Any tickets not sold to graduate/professional students at the end of  
193 the day may be returned to the general student pool of tickets. If all allocated  
194 graduate/professional student tickets are sold, graduate/professional students  
195 may still purchase discounted tickets from the general student pool.

196 vii. The Cornell Concert Commission shall track the number of tickets sold to  
197 graduate/professional students, and report these numbers back to the GPSA  
198 upon request.

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b. Cornell Cinema

- i. Cornell Cinema shall not change (increase or decrease) graduate/professional student ticket prices without formally requesting and receiving the express approval of the GPSA.
- ii. Cornell Cinema shall, at every film showing, provide a suggestion box or similar medium for determining student preferences.
- iii. Cornell Cinema shall make a reasonable effort to maintain the range, quality and amount of programming it currently provides, taking into account limitations that may be imposed by venue availability and alterations in funding from other sources, including ticket sales.
- iv. Cornell Cinema shall allocate one seat on its advisory board to a representative appointed by the GPSA.
- v. Cornell Cinema shall collect information on how many graduate and professional students attend Cornell Cinema events and present this information to the GPSA.

c. Cornell University Program Board

- i. The Program Board shall fund at least one lecture per year with an honorarium of at least \$10,000.
- ii. The Program Board can subsidize expenses for no more than one elected or appointed public official per year, regardless of cost. At the speaker's request, any honorarium paid may go to a charity.
- iii. The Program Board shall seek to have at least one event free of charge to all Cornell students.
- iv. The Program Board shall offer students reduced ticket prices as well as the opportunity to purchase the best seats available at performance venues one full day before being sold to the general public.
- v. In order to alleviate costs for other Cornell organizations, the Program Board shall designate at least 5% of its budget for co-sponsorships.
- vi. The Program Board shall make reasonable effort to allocate at least 10% of tickets for sale exclusively to graduate/professional students on the first day of sales. Any tickets not sold to graduate/professional students at the end of the day may be returned to the general student pool of tickets. If all allocated graduate/professional student tickets are sold, graduate/professional students may still purchase discounted tickets from the general student pool.

233           vii.    The Program Board shall track the number of tickets sold to  
234                   graduate/professional students, and report these numbers back to the GPSA  
235                   upon request.

236    d.   Emergency Medical Services

237           i.    Cornell EMS shall continue to provide exemplary emergency response and basic  
238                   life support for the graduate and professional students of the Cornell  
239                   community, using updated equipment and emergency response vehicles.

240           ii.   Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation  
241                   (CPR) and automated external defibrillation (AED) instruction, along with First  
242                   Aid classes for training of EMS members and interested graduate and  
243                   professional students.

244           iii.   Cornell EMS shall continue to provide emergency response support for special  
245                   events on the Cornell campus.

246           iv.   Cornell EMS shall provide extensive training to all squad members consisting of  
247                   basic emergency medical technicians (EMT-B), Critical Care Technicians (AEMT-  
248                   CC), and Paramedics (AEMT-P).

249    e.   Big Red Barn

250           i.    The Big Red Barn shall continue to provide TGIF, Summer TGIF, International  
251                   Coffee Hour, Orientation events for incoming students, and the Year-End  
252                   Barbecue. At its discretion, it shall also continue to provide weekly dance classes,  
253                   periodic movie nights, and other such events and seasonal events as it sees fit.

254           ii.   The Big Red Barn shall maintain the program in the following respects:

255                   1.   Maintain newspaper and magazine subscriptions,

256                   2.   Strive to include programming for each BRB fellow that involves local  
257                   artists,

258                   3.   Hold one special event each semester to enhance the programming as a  
259                   whole.

260                   4.   Make a reasonable effort to maintain a relationship with one or more  
261                   food trucks to provide food at TGIF whenever possible.

262           iii.   The encumbrance from the 2014-2016 funding cycle, plus \$1.17 per student  
263                   during this cycle, shall be used to fund media (audio and visual) upgrades to the  
264                   Barn. Use of these funds for any other purpose must receive prior approval from  
265                   the GPSA Appropriations Committee.

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f. Athletics

- i. The Department of Athletics and Physical Education shall provide graduate and professional students and their families free admission to all home athletic contests. This does not include men’s ice hockey, in which the graduate and professional students and their families are eligible to purchase tickets at a reduced price upon presenting proper Cornell identification.
- ii. The Department of Athletics and Physical Education shall continue to provide access to the fitness centers and fitness opportunities (exercise classes, intramural sports, etc.) for the graduate and professional student community, providing the opportunity to engage in a healthy lifestyle and foster personal development.
- iii. The Department of Athletics and Physical Education shall continue to provide a wide range of physical education courses for the graduate and professional student community. In addition to physical education courses, the department will provide opportunities for outdoor education through the Outdoor Education Program and related programs for the graduate and professional student community.
- iv. The Department shall also allocate at least 250 Hockey season tickets to graduate and professional students. The distribution of these tickets shall not require graduate and professional students to wait more than four hours in the “Line”.
- v. The Department of Athletics and Physical Education shall seek to track the attendance of graduate/professional students at events and report this information back to the GPSA upon request.

g. Graduate and Professional Student Assembly Programming Board

- i. The GPSA Programming Board shall continue to plan quality events for the graduate/professional student community.
- ii. The GPSA Programming Board shall spend no more than 50% of its byline allocation on any single event (e.g. Grad Ball).
- iii. The GPSA Programming Board shall seek to co-sponsor at least two events per semester.

h. Cornell International Student Union (ISU)

- i. The International Student Union shall focus on its mission of providing advocacy for international students and de-emphasize their role as a funding agency to supplement the GPSAFC.

- 301           ii.    The International Student Union shall seek to host or co-host at least two events  
302                   per semester.
- 303    i.    Graduate and Professional Student Assembly (GPSA)
- 304           i.    Of the GPSA's allocation, \$2.50 per student shall be set aside for the proposed  
305                   Anabel grocery store. If funded, the GPSA executive committee and the  
306                   Appropriations Committee will carefully evaluate (annually in the Fall semester)  
307                   if the grocery store satisfies all the obligations set forth by the GPSA. The funding  
308                   to the Grocery store is provided for a four year period (2016-2020); if more  
309                   funding is required for the grocery store, then they are required to apply as an  
310                   independent byline funded group.
- 311           ii.    In the event that the grocery store proposal fails or that the GPSA reconsiders its  
312                   support, the funds will be rolled over to the Graduate and Professional Student  
313                   Assembly Finance Commission (GPSAFC) to be used to fund the smaller graduate  
314                   student organizations on campus.
- 315           iii.   No more than 20% of the GPSA budget can be utilized for travel (~\$3000 per  
316                   year) unless such travel receives approval in the form of a super majority vote  
317                   (2/3rds) by the assembly.
- 318    j.    Cornell Tech Campus
- 319           i.    The activity fee (GPSAF), appropriately deducted for the contributions to the  
320                   GPSA & Risk Management, will be returned to a registered and officially  
321                   recognized organization at the Tech campus in NYC. The Cornell Tech  
322                   organization formed must satisfy these conditions:
- 323                   1.    Have a set of bylaws and funding guidelines that will outline how the  
324                           funds will be distributed (equitably) among the different groups on the  
325                           Cornell Tech Campus.
- 326                   2.    Register every year with the SLECA office via the OrgSync platform (or  
327                           equivalent registration system needed for every student organization at  
328                           Cornell University).
- 329                   3.    Submit a detailed report to the appropriations committee every two  
330                           years in the activity fee setting year outlining all their request and  
331                           expenses similar to every byline funded organization.
- 332                   4.    Subject to all Cornell regulations as enforced by the GPSA and the Office  
333                           of Assemblies.

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5. Review and update their bylaws & funding guidelines two years. It is recommended that this be performed in the spring semester of the activity fee setting year.

6. Follow all the regulations required for a byline-funded organization.

ii. Conflict Resolution: Any student group funded by Cornell Tech Organization has the right to appeal if they feel that their allocation was unfair. The Cornell Tech Organization shall set a formal appeals process, which will be reviewed and approved by the GPSA Appropriations Committee by December 1, 2016, to determine how these disputes will be resolved.

# 1 **Appendix A: The GPSA Byline Allocation Procedures**

2 *Adopted April 23, 2012, Amended September 23, 2012, April XX, 2018*

## 3 **Item I. Responsibility**

- 4
- 5 1. The byline allocation procedures are coordinated by the Executive Committee and the  
6 Appropriations Committee of the GPSA.

## 7 **Item II. The Appropriations Committee will oversee the following aspects** 8 **of the byline allocation procedures:**

- 9
- 10 1. Inform student groups of Graduate and Professional Student Activity Fee (GPSAF)  
11 funding, eligibility criteria and procedures as outlined in the GPSA Eligibility Criteria  
12 and Obligations for Byline Funded Organizations.
  - 13 2. Consult with the Office of Assemblies and VP of Finance in the SA in the development  
14 of initial and final application materials for organizations seeking to apply.
  - 15 3. Ensure that applying organizations, including the Graduate and Professional Student  
16 Assembly (GPSA) and the Graduate and Professional Student Assembly Finance  
17 Commission (GPSAFC), fulfill all requirements outlined therein.
  - 18 4. Communicate regarding deadlines with all organizations, especially those that have not  
19 applied for byline funding before, and answer questions about the process.
  - 20 5. Email the entire graduate and professional student population to inform them of the  
21 upcoming GPSA GPSAF hearings.
  - 22 6. In accordance with the GPSA Eligibility Criteria and Obligations for Byline Funded  
23 Organizations, hold public (and optional executive session) hearings at which  
24 applications are discussed. In further meetings discuss and specify allocations for  
25 recommendation to the GPSA.
  - 26 7. The Chair of the Appropriations Committee will present recommendations and received  
27 applications with necessary redactions of confidential information to the GPSA  
28 according to the timeline in Item IV. Upon vote of the Assembly, the GPSA will enter  
29 executive session where it may review unredacted confidential information.

## 30 **Item III. The Executive Committee will oversee the following aspects of the** 31 **byline allocation procedures:**

- 32
- 33 1. The President of the GPSA shall prioritize byline funded groups' presentations at  
34 regular GPSA meetings upon written request.
  - 35 2. The President of the GPSA shall oversee the discussion and voting procedure for the  
36 approval of the initial recommendation during the regular GPSA meetings. The  
37 discussion and voting process shall follow the following procedure:

- 38 a. Ensure sufficient time for the Appropriations Committee Chair to present the  
39 Committee’s recommendations and answer questions from the floor during the  
40 regular meeting.
- 41 b. The President of the GPSA shall offer a series of motions:
- 42 i. Groups applying for byline funding where the Appropriations Committee  
43 recommendation is greater than or equal to the minimum funding amount  
44 (50¢) described in the GPSA Eligibility Criteria and Obligations for Byline  
45 Funded Organizations, as follows: “RESOLVED, That the Appropriations  
46 Committee’s recommendation to fund [organization] at [dollar figure] per  
47 student is approved and incorporated into the final resolution.” This  
48 motion requires a majority vote of seated voting members.
- 49 1. If the motion fails, the President of the GPSA will offer a motion as  
50 follows: “RESOLVED, That all GPSAF funding for [organization]  
51 shall be eliminated in the current cycle.” This motion requires a  
52 two-thirds vote of seated voting members. If the vote fails, the  
53 Appropriations Committee will be responsible for considering the  
54 GPSA’s discussion and revising its recommendation in response.
- 55 ii. Groups applying for byline funding where the Appropriations Committee  
56 recommendation is to eliminate funding, as follows: “RESOLVED, That all  
57 GPSAF funding for [organization] shall be eliminated in the current cycle  
58 and stated as such in the final resolution.” This motion requires a two-  
59 thirds vote of seated voting members.
- 60 1. If the motion fails, the Appropriations Committee will be  
61 responsible for considering the GPSA’s discussion and revising its  
62 recommendation in response.
- 63 c. If an organization’s first request for byline funding is not approved, the  
64 organization shall then have the opportunity to revise its request downward, and  
65 the Appropriations Committee will reconsider its recommendation before the  
66 next regular GPSA meeting.
- 67 d. At the next regular GPSA meeting, the Chair of the Appropriations Committee  
68 will present the revised recommendation to the GPSA voting membership. The  
69 President of the GPSA shall offer a series of motions:
- 70 i. For each revised recommendation greater than or equal to the minimum  
71 funding amount described in the GPSA Eligibility Criteria and Obligations  
72 for Byline Funded Organizations, as follows: “RESOLVED, That the  
73 Appropriations Committee’s revised recommendation to fund  
74 [organization] at [dollar figure] per student is approved and incorporated  
75 into the final resolution.” This motion requires a majority vote of seated  
76 voting members.
- 77 1. If the motion fails, the group seeking byline funding loses its  
78 eligibility to receive byline funding for the two-year cycle.

79 ii. For each revised recommendation to eliminate funding, as follows:  
80 “RESOLVED, That the Appropriations Committee’s revised  
81 recommendation to eliminate funding for [organization] is approved and  
82 stated in the final resolution.” This motion requires a 2/3 vote of seated  
83 members.

84 1. If the motion fails, the funding for this organization seeking byline  
85 funding will default to the amount currently in effect (with the  
86 caveat that the organization may not receive more than its initial  
87 request during that byline cycle) during the fee-setting year and  
88 included as such in the final resolution. However, the default may  
89 still be amended in the final fee setting resolution.

90 3. The discussion and voting process for the approval of the final recommendation shall  
91 follow the following procedure:

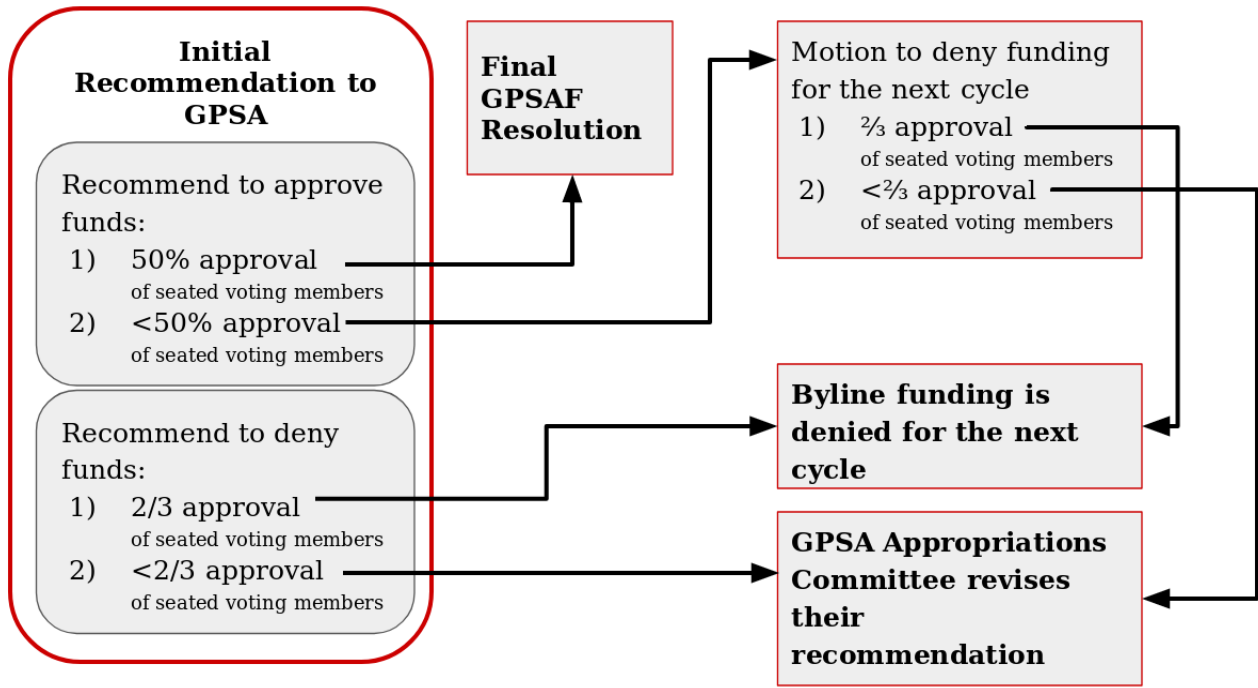
- 92 a. After each of the Appropriations Committee’s recommendations for  
93 organizations seeking byline funding has been voted on, a collective GPSAF is  
94 presented to the GPSA voting members as a resolution. The allocations of the  
95 GPSAF will only be to the “eligible” organizations **discussed in Appendix B: The**  
96 **GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.**
- 97 b. As a resolution, this Activity Fee allocation is debatable, amendable and follows  
98 all other rules of Parliamentary Procedure (i.e., any member present can change  
99 the funding of an organization by an amendment.)
- 100 i. **Any amendment to funding for any organization in this document will**  
101 **require a two-thirds vote of the seated voting members.**
- 102 c. The GPSAF allocation requires a two-thirds vote of the seated voting members  
103 for passage.
- 104 d. After the GPSAF allocation is approved, it will automatically be rounded up to  
105 the nearest whole number. The difference between the GPSAF and the new,  
106 rounded figure will be allocated to GPSAFC.
- 107 e. Should the resulting fee not satisfy the balance requirement, i.e., not allocate at  
108 least 35% to the GPSAFC, then the GPSAFC’s allocation shall be increased in  
109 increments of one dollar until the requirement is met.
- 110 f. No byline funded group, except the GPSAFC, **through adjustments to meet**  
111 **35%**, can ever receive a higher amount of funding than requested **in the final**  
112 **application for byline funding.**
- 113 g. Once funded during any GPSAF funding cycle, a byline funded organization is  
114 obliged to follow the guidelines for byline funded organizations, as prescribed in  
115 the Eligibility Criteria and Obligations for Byline Funded Organizations. **Should**  
116 **they fail to do so, they may be fined some or all of their allocation or be removed**  
117 **from the activity fee entirely.**

118 4. Illustrations of funding cycle procedures



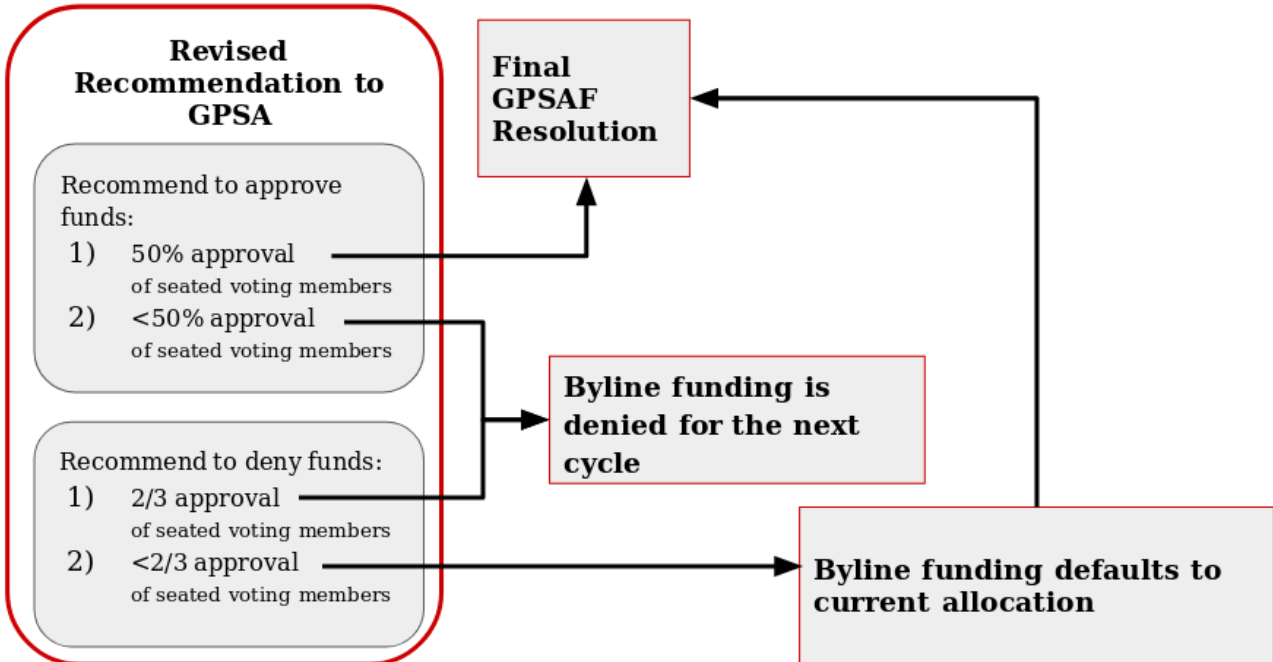
119  
120  
121

- a. The following diagrams are for illustrative purposes only. Should they conflict with the written guidelines, those guidelines shall supercede.
- i. Diagram 1: Presentation of the Initial Recommendations for GPSAF:



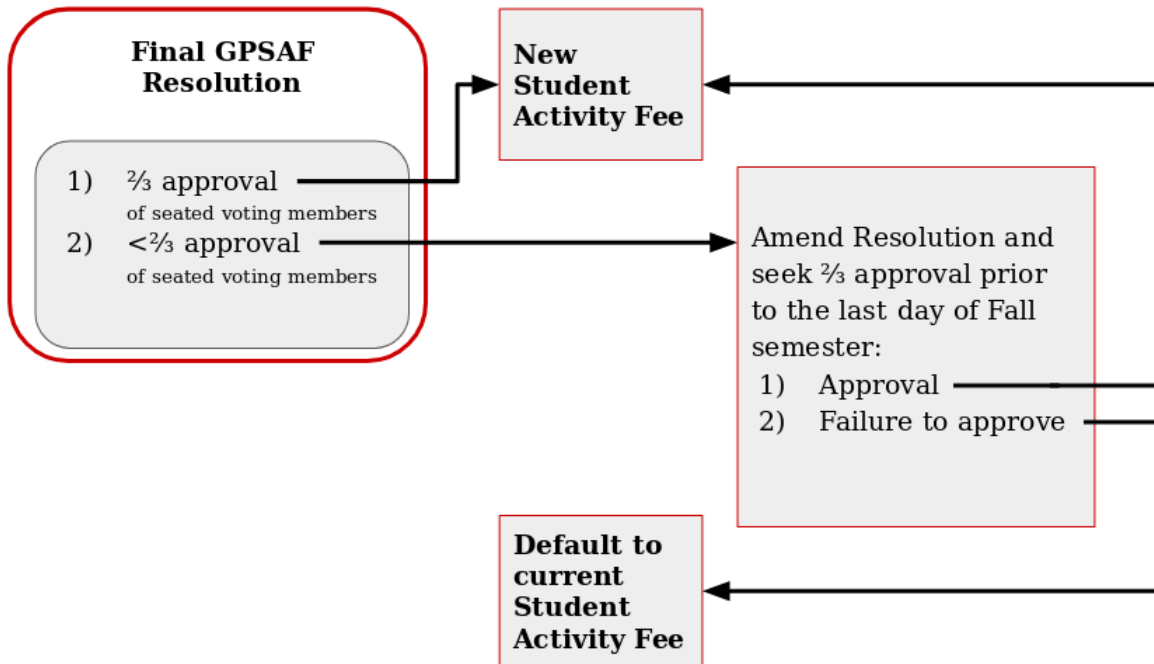
122  
123

- ii. Diagram 2: Presentation of Revised Recommendations for GPSAF:



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- iii. Diagram 3: Presentation of the full Activity Fee Resolution to the Assembly:



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#### 128 **Item IV. Timeline**

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1. Deadlines for the initial and final application materials will be determined in the Fall of non-fee-setting years by majority vote of Appropriations Committee.
2. Currently funded byline organizations shall attend a meeting of the Assembly or Appropriations Committee upon request to provide an update on their operations, usually conducted, but not required to be done, during the Fall of non-fee-setting years.
3. The Chair of Appropriations Committee will distribute application materials within 1 week of the final application deadline among the Appropriations Committee members for evaluation and summary reports.
4. The Appropriations Committee will schedule public hearings for each organization as described in Appendix B Item IV §4.03.
5. The Appropriations Committee shall present its **initial** recommendations, **along with summary report and justification for each organization**, no later than the fifth regular GPSA meeting of the Fall semester.
6. The allocation process will be finished by the last day of classes of the Fall semester.
  - a. Failure to complete the allocation process will result in the Student Activity Fee defaulting to the amount and allocation currently in effect during the fee-setting year.
    - i. Any organization which received funding in the past byline cycle, but did not apply for the upcoming GPSAF byline cycle, will have its funding allocated to the GPSAFC with the purpose of increasing funds for all graduate/professional student groups.
7. The applying organizations will be informed of their allocation prior to the start of the Spring Semester **of a fee setting year by the Chair of the Appropriations Committee.**

153 8. The GPSAF approved by the GPSA, according to Item III, shall, by January 1, be  
154 presented to the President of the University by the Appropriations Committee Chair  
155 and the President of the GPSA.

## 156 **Item V. Amendments**

- 157
- 158 1. This document may be amended pursuant to **Article VIII §D** of the GPSA Charter.
  - 159 2. All amendments must also be incorporated into the GPSA Eligibility Criteria and  
160 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, the  
161 GPSA Bylaws and the GPSA Charter. **It is recommended to amend the Charter first**  
162 **and then the other documents in sequence.**

## 163 **Item VI. Criteria for Setting and Allocating the Student Activity Fee**

### 164 **Delegation of Authority**

165

166 Pursuant to a letter dated March 1, 1999, the President of the University has delegated  
167 responsibility for the setting and allocation of the Student Activity Fee to the Student  
168 Assembly (SA) and the Graduate & Professional Student Assembly (GPSA) within the  
169 following guidelines:

- 170 1. The SA and the GPSA shall each amend their respective charters to include the criteria  
171 for the setting and allocation of the Student Activity Fee, including the guidelines set  
172 forth herein and which criteria shall be reviewed by and meet the approval of the  
173 President of the University.
- 174 2. The Student Activity Fee for undergraduate students and for graduate and professional  
175 students shall be set every two years for a period of two years by the SA and the  
176 GPSA, respectively.
- 177 3. The amount of the Student Activity Fee shall be determined by the last day of classes  
178 in the fall semester of the fee-setting year by the SA and the GPSA, after substantive  
179 input and active participation in the fee-setting process by their constituencies. In the  
180 event the SA or the GPSA is unable to meet this deadline, the applicable Student  
181 Activity Fee will default to the amount and allocation currently in effect during the fee-  
182 setting year.
- 183 4. In general, in order to be considered for funding from the monies collected through the  
184 Student Activity Fee, an organization must meet the following criteria:
  - 185 1. Register as a student or university organization with the Student Activities Office
  - 186 2. Allow students equal access to the services being provided by the organization  
187 or participation in the organization's activities
  - 188 3. Operate primarily for students by students with funds disbursed through a  
189 university operating account
  - 190 4. Have an advisor to assist with oversight of the university operating account.
- 191 5. Funding from the monies collected through the Student Activities Fee may be provided  
192 directly to an organization, which applies for and receives "by-line" funding status,

193 outside of the established Student Assembly Finance Commission or Graduate and  
194 Professional Student Assembly Finance Commission processes. In addition to the  
195 general criteria set out above, an organization wishing to receive by-line funding must  
196 demonstrate:

- 197 1. Its activities are of direct and primary benefit to the entire Cornell community  
198 represented by the respective assembly; and
  - 199 2. It has a demonstrated budgetary need equivalent to at least 50 cents per  
200 student per year.
- 201 6. The SA and the GPSA may also elect to provide by-line funding for other programs and  
202 services, which are not registered organizations (e.g., Students Helping Students, club  
203 insurance) but whose organizational structure and programs and services are  
204 consistent with the criteria outlined above for by-line funded organizations. Such  
205 funding would require the approval of the respective assembly and the President of the  
206 University.
- 207 7. The SA and the GPSA will ensure that an appropriate balance is maintained between  
208 funds allocated to by-line funded organizations and the Student Assembly Finance  
209 Commission or Graduate and Professional Student Assembly Finance Commission,  
210 respectively. The SA and GPSA shall allocate no less than 35% of their respective  
211 Student Activity Fees to the applicable Finance Commission for disbursement among  
212 non-by-line funded organizations.
- 213 8. Neither a check-off option nor an option to pay an amount in addition to the established  
214 Student Activity Fee for specific programs or services will be allowed for purposes of  
215 exempting a student from paying the full amount of the Student Activity Fee, due to the  
216 funding instability inherent in administering such a system. Exceptions may be  
217 considered if recommended and approved by the respective assembly and approved  
218 by the President of the University.
- 219 9. These guidelines and the procedures established in accordance therewith shall be  
220 reviewed by the SA and the GPSA and a representative of the President of the  
221 University at least every four years in a non-fee-setting year.

222

# Appendix B: The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations

## Item I. Preamble

The purpose of the Graduate and Professional Student Activity Fee (GPSAF) is to primarily support organizations and programs that are operated for students, by students. Organizations receiving funding directly from the GPSAF are called byline-funded organizations.

This document describes how organizations may obtain byline funding and, once they have received funding, which obligations they must fulfill in return for funding.

## Item II. Eligibility

### Section 2.01 Eligibility Criteria

The Board of Trustees set forth eligibility criteria for receiving byline funding, which appear in [Appendix A: The GPSA Byline Allocation Procedures document](#). In order to be considered for byline funding from the Activity Fee, all organizations must:

- a. Directly and primarily serve and benefit the entire graduate and professional student community at Cornell.
- b. Allow all students equal access to services and/or participation
- c. Request a minimum of \$0.50 per student per year.

### Section 2.02 Additional Requirements

Organizations that have not received byline funding in the past, or have had their eligibility revoked by the GPSA, must in addition:

- a. Register with the Student Leadership, Engagement and Campus Activities Office,
- b. Have a Cornell operating account with internally-controlled funds,
- c. Have a Cornell-employed advisor with oversight of Cornell funds,
- d. Help advertise and organize at least one informational forum regarding their request for GPSAF funding.
- e. If an independent organization:
  - i. Have petitions with signatures of 10% of the graduate and professional student community,
  - ii. Have received funding from GPSAFC for at least the 4 semesters preceding their application.
- f. If a University organization:

- i. Have petitions with signatures of 10% of the graduate and professional student community.

### **Section 2.03 Compliance**

All organizations must cooperate in the application process outlined under Item IV of this document.

### **Section 2.04 Exception for Unregistered Organizations**

The GPSA may also elect to provide byline funding for other programs and services, which are not registered organizations but whose purpose and operations are consistent with the criteria outlined above for byline funded organizations, with the approval of the President of the University.

- a. Such programs or services need to demonstrate their appeal to graduate and professional students via petitions with signatures of at least 10% of graduate and professional student community.

## **Item III. Petitioning Guidelines**

**Section 3.01 Petitions must be registered with the Office of the Assemblies before presenting to the public.**

- a. **When soliciting petition signatures:** Petitions must state **the organization's name, description, mission statement,** and the initial monetary request it **is seeking.**
- b. Organizations seeking to receive byline funding will collect petition signatures during the four weeks preceding the initial application deadline, and the collected signatures shall be verified by the Office of Assemblies.

## **Item IV. Application**

### **Section 4.01 Contents**

Each organization seeking byline funding must submit **both initial and final** applications by the deadlines set forth by the Appropriations Committee.

- a. **With its initial application the organization must submit,**
  - i. **Official name,**
  - ii. **Status in regards to the Undergraduate Student Activity Fee,**
  - iii. **Status in regards to the Graduate and Professional Student Activity Fee,**
  - iv. **Spring leadership information for:**

- 81                           1. President  
82                           2. Treasurer  
83                           3. Cornell University Faculty or Staff Advisor  
84           v. Contact information for Spring/Fall leadership in roles listed in (iv),  
85           vi. Organization email,  
86           vii. Organization on-campus address,  
87           viii. Expected request for the GPSAF in dollar request per student per year  
88                           and/or as annual lump sum in whole numbers,  
89           ix. Eligibility criteria,  
90           x. New or returning applicant status,  
91   b. With its final application the organization must submit,  
92           i. Official name,  
93           ii. Dollar request per student per year and/or as annual lump sum in whole  
94                           numbers,  
95           iii. Mission Statement, Constitution, Charter, and Bylaws,  
96           iv. Financial Information (5–10 pages),  
97                           1. Statements for the past four fiscal years,  
98                           2. Budget and spending to date for the current year,  
99                           3. Budgets for the two years of the funding cycle applying for.  
100           v. Group **Profile** (3 pages maximum) including:  
101                           1. Officers,  
102                           2. Number of members,  
103                           3. Number of students served,  
104                           4. History,  
105                           5. Activities, programming, and events in current academic cycle.  
106           vi. **For byline applicants who received byline funding in the current cycle,**  
107                           **organizations must include: digital copies of all event advertisements,**  
108                           **email templates, and general publicity documents from the current cycle.**  
109

110 **Section 4.02 Requirement of Evidence for New Applicants**

111  
112 If the group is a new group, the organization must, in addition, present evidence that the  
113 requirements of Article II § 2.02 are met.

114  
115 **Section 4.03 Public Hearings**

116  
117 The Appropriations Committee will review the organization’s application at one of its  
118 meetings.  
119

- 120 a. All organizations meeting any of the following criteria will be required to present  
121 their request at an Appropriations Committee meeting, which will be scheduled at  
122 least one week in advance by the Chair:
- 123 i. Any new organization requesting funding,
  - 124 ii. Any organization requesting an increase in funding,
  - 125 iii. Any organization whose application the Appropriations Committee feels  
126 needs further explanation,
  - 127 iv. Any organization who wishes to present its case, at the discretion of the  
128 Appropriations Chair.
- 129 b. Closed door meetings to discuss financial or other confidential information that is  
130 not permitted to be shared with the public will occur, as needed.
- 131 i. The time spent on any particular organization's application or presentation  
132 may be restricted at the discretion of the Appropriations Committee Chair.
  - 133 ii. The open-door meetings should be no less than 30 minutes for each  
134 organization.
  - 135 iii. Members of the committee may send follow-up questions to the  
136 organization after each hearing, to which organizations must respond  
137 within 1 week.
- 138

#### 139 **Section 4.04 Appropriations Committee Recommendation and Approval**

140

- 141 a. When an organization's application has been discussed in the Appropriations  
142 Committee, the Committee shall make a recommendation to the GPSA.
- 143 b. Recommendation to the GPSA should include:
  - 144 i. Recommendation on whether to allocate funding to an organization,
  - 145 ii. Recommendation on the amount of funding.
- 146 c. Each organization's allocation recommendation will be presented to the GPSA by  
147 the Appropriations Committee Chair on an individual basis no later than the fifth  
148 regular GPSA meeting of the Fall semester in a fee-setting year.
- 149 d. Recommendations are passed by a simple majority approval of seated voting  
150 members.
  - 151 i. If the recommendation is not approved the GPSA will immediately vote to  
152 eliminate all funding for that organization. This requires a 2/3 majority of  
153 seated voting members to pass.
  - 154 ii. If the elimination of funding of an organization is rejected, the organization  
155 will be informed by the Appropriations Committee Chair and given the  
156 opportunity to revise its request.
- 157 e. Revised recommendations by the Appropriations Committee, if needed, are then  
158 voted on by the Assembly:



- 159 i. If the recommendation passes by a simple majority of seated members it  
160 will be incorporated into the final activity fee resolution.  
161 ii. If the recommendation does not pass, the organization will be deemed  
162 ineligible for funding during the current cycle.  
163 iii. If the appropriations committee recommends defunding an organization  
164 and the motion does not receive  $\frac{2}{3}$  majority vote of seated voting  
165 members, the allocation will default to that currently in effect (not to  
166 exceed the current final application request). This defaulted amount may  
167 be amended in the final activity fee resolution.  
168

#### 169 **Section 4.05 Timeline**

- 170  
171 a. In the Spring semester of non-fee setting years, the leaders of any organization  
172 may meet with members of the Appropriations Committee to discuss the process  
173 of applying, or to discuss past issues to overcome.  
174 b. The initial application for GPSAF will be due in the Spring semester of a non-fee  
175 setting year.  
176 c. The final application for GPSAF will be due during the Fall semester of fee-  
177 setting years.  
178 d. The Appropriations Committee will hold public meetings with an organization's  
179 leadership.  
180 e. The Appropriations Committee will present its initial recommendations no later  
181 than the fifth regular GPSA meeting of the fall semester.  
182 f. The Appropriations Committee will reconsider any recommendations rejected by  
183 the GPSA membership, with organizations being allowed to revise their request  
184 voluntarily.  
185 g. The Appropriations Committee will present its revised recommendations to the  
186 GPSA membership to vote on and finalize all recommendations to be placed into  
187 the final GPSAF resolution.  
188 h. The allocation process will conclude by the last day of classes of the Fall  
189 semester and culminate in a resolution listing final allocations to applicants of  
190 byline funding, whether approved or rejected for funding.  
191 i. The Appropriations committee will inform applying organizations of the allocation  
192 they received prior to the start of the Spring semester of the fee-setting year.  
193

#### 194 **Section 4.06 Funding Obligations and Guidelines for Organizations**

- 195  
196 a. In the spring semester following the setting of the Activity Fee, the Appropriations  
197 Committee will make recommendations for guidelines and obligations regarding

- 198 individual organizations that have been granted byline funding, in consultation  
199 with each organization and in line with the organization's funding application.
- 200 b. Such obligations and guidelines shall be passed by  $\frac{2}{3}$  majority vote of seated  
201 members and appended to this document.
- 202 c. Every byline cycle, the Appropriations Committee will update this appendix in the  
203 form of a resolution to the GPSA during the spring semester. This update shall  
204 take place after the GPSAF is approved, and shall replace the previous appendix  
205 in its entirety.

206

## 207 **Item V. Obligations**

208

### 209 **Section 5.01 The GPSA shall assist GPSAF recipients in adhering to the** 210 **obligations and guidelines as follows:**

211

- 212 a. The GPSA shall provide each organization, as well as the Dean of Students and  
213 the Dean of the Graduate School, a current copy of the obligations and  
214 guidelines and of the GPSA Charter each year.
- 215 b. Each organization shall be notified of any GPSA meeting in which legislation  
216 concerning or affecting GPSAF recipients is pending.

217

### 218 **Section 5.02 Once funded by the GPSAF, organizations must abide by the rules** 219 **outlined below.**

220

- 221 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for  
222 which admission is charged,
- 223 i. Cornell students shall receive a reasonable discount to reflect their prior  
224 contribution via the GPSAF.
- 225 ii. Cornell students shall be given the first opportunity to purchase tickets. At  
226 least the first day of ticket sales must be for Cornell students exclusively.
- 227 b. Regarding publicity, each organization shall include the following (or similar)  
228 statement on all fliers, posters, promotions, programs, and literature: "Funded in  
229 part by the Graduate and Professional Student Activity Fee."
- 230 i. Each organization shall include electronic copies of publicity documents  
231 for events in the current funding cycle.
- 232 ii. At a minimum organizations will advertise to Graduate Students in the  
233 Graduate School Announcement (or its successor publication) and  
234 Professional Students to their respective college-wide listservs  
235 ([lawstudent-events-L@cornell.edu](mailto:lawstudent-events-L@cornell.edu), [GM-MBA20XX@groups.cornell.edu](mailto:GM-MBA20XX@groups.cornell.edu)  
236 [replace '20XX' with years corresponding to graduation dates of current

- 237 student body].) If a listserv is no longer in operation advertisements should  
238 be sent to the Dean of Students (or equivalent) of the School in question.
- 239 iii. Organizations must also take additional reasonable steps to ensure  
240 Graduate/Professional students are aware of their events.
- 241 c. Regarding organizational structure
- 242 i. Each organization shall regularly advertise its existence and encourage  
243 student participation in its meetings, which shall be open to the public.
- 244 ii. The GPSA shall have the option of appointing up to two graduate or  
245 professional students to serve as voting liaisons to each organization's  
246 executive or governing body, or, where appropriate, its Advisory Board or  
247 Steering Committee.
- 248 1. If the GPSA declines to appoint a representative to a byline funded  
249 organization's advisory board at any given point during the funding  
250 cycle, the organization in question shall make a reasonable effort to  
251 keep GPSA informed about any significant changes to its  
252 organizational and functional structure, so as to ensure beneficial  
253 collaboration between GPSA and byline funded organizations.
- 254 d. Regarding finances and reporting
- 255 i. In the Fall of non-fee setting years each organization may be called upon  
256 to present to the GPSA during a regular meeting an oral account of the  
257 use of its Activity Fee allocation for the previous academic year. In  
258 addition, the GPSA may request an organization to present (during a  
259 regular meeting) an oral account of its entire operations and/or a summary  
260 of its activities, including usage statistics and future programming plans.
- 261 ii. All organizations must secure the approval of the Appropriations  
262 Committee (by formal affirmative vote of the majority of the seated  
263 membership) prior to implementing any changes in the organizations'  
264 bylaws and/or constitution. Any changes made without formal approval  
265 shall be considered null and void and may result in fines being issued.
- 266 iii. For accounting and reporting purposes, the GPSAF monies shall be held  
267 in a separate university account, and shall not be commingled with other  
268 sources of funding.
- 269 iv. Organizations that own capital equipment are strongly encouraged to  
270 include depreciation in their full yearly budgets and must report balances  
271 in all depreciation in yearly financial statements. Capital equipment  
272 purchases must be reported in the financial statements of the year  
273 purchased.

274  
275 **Section 5.03 Additional Obligations for Specific Byline Organizations**  
276

277 **Big Red Barn (BRB)**

- 278 1. All obligations listed in Article 5 §5.02.
- 279 2. The Big Red Barn shall continue to provide TGIF, Summer TGIF, Orientation
- 280 events for incoming students, and the Year-End Barbeque. At its discretion, it
- 281 shall also continue to provide weekly dance classes, trivia nights, speed dating,
- 282 student art exhibits, and other such events and seasonal events as it sees fit.
- 283 3. The Big Red Barn shall maintain the program in the following respects:
- 284 a. Maintain newspaper and magazine subscriptions,
- 285 b. Strive to include programming for each BRB fellow that involves local
- 286 artists,
- 287 c. Hold one special event each semester to enhance the programming as a
- 288 whole.
- 289 d. All Big Red Barn organized events shall continue to offer free soft drinks.
- 290 4. Any future funding requests will include information regarding financial support
- 291 provided to the Big Red Barn by the Graduate School.
- 292

293 **Cornell Cinema**

- 294 1. All obligations listed in Article 5 §5.02.
- 295 2. Cornell Cinema shall not increase graduate/professional student ticket prices
- 296 without formally requesting and receiving the express approval of the GPSA.
- 297 3. Cornell Cinema shall make a reasonable effort to maintain the range and quality
- 298 of programming it currently provides, taking into account limitations that may be
- 299 imposed by venue availability and alterations in funding from other sources,
- 300 including ticket sales.
- 301 4. Cornell Cinema shall make a reasonable effort to keep GPSA informed about
- 302 any significant changes to its organizational and functional structure, so as to
- 303 ensure collaboration between GPSA and Cornell Cinema can remain most
- 304 beneficial for both parties involved.
- 305 5. Cornell Cinema shall keep collecting information on how many graduate and
- 306 professional students attend Cornell Cinema events and present this information
- 307 to the GPSA.
- 308 a. This provision may be suspended by a 2/3 majority of the seated GPSA
- 309 Appropriations Committee membership, upon notice to the Voting
- 310 Membership of the GPSA.
- 311 6. In accordance with previous communications between the GPSA Appropriations
- 312 Committee, GPSA General Body, and Cornell Cinema during the 2018-2020
- 313 byline funding cycle, the Cinema's future funding requests shall be automatically
- 314 approved by the GPSA as specified in the schedule below (Table 1). Pursuant to
- 315 this agreement, the Cinema is not required to submit a formal application to
- 316 receive the SAF funding outlined in Table 1:

- 317 a. The following language was agreed upon by both Cornell Cinema and  
 318 Graduate & Professional Student Assembly during the fee setting year for  
 319 the 2018-2020 funding cycle fees. In this, the Assembly has agreed to the  
 320 following schedule of funding. This provision may only be modified by a  
 321 unanimous vote of the seated voting membership of the Graduate &  
 322 Professional Student Assembly.
- 323 b. This agreement shall expire after the 2026-2028 byline cycle. During the  
 324 byline application process for 2028-2030, Cornell Cinema may elect to re-  
 325 apply for byline funding, in the same manner as other byline applicants.  
 326 The Assembly, in evaluating Cornell Cinema's request, may choose to  
 327 maintain the current level of funding, cease byline funding, or pursue an  
 328 alternative course of action. Should the Assembly and Cinema choose to  
 329 keep funding the Cinema, the Cinema must re-apply for funding pursuant  
 330 to the guidelines in effect at the time.

331  
 332 Table 1. Future funding of Cornell Cinema as agreed upon between GPSA  
 333 Appropriations and Cornell Cinema.

Funding cycle	SAF Amount requested
2020–2022	\$9
2022–2024	\$7
2024–2026	\$5
2026-2028	\$3

- 334  
 335 **Cornell Concert Commission (CCC)**
- 336 1. All obligations listed in Article 5 §5.02.
  - 337 2. The Cornell Concert Commission shall continue to offer discounted tickets for all  
 338 ticketed events.
  - 339 3. The Concert Commission shall seek to produce two shows at Bailey Hall or  
 340 similarly sized venue each academic year.

- 341 4. The Concert Commission shall seek to produce two shows at Barton Hall or  
342 similarly sized venue each academic year.
- 343 5. The Cornell Concert Commission shall seek to produce one free show every year  
344 on the Arts Quad.
- 345 6. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three  
346 on-campus music events with other Cornell University groups.
- 347 7. The Cornell Concert Commission shall allocate at least 35% of tickets for sale  
348 exclusively to graduate/professional students on the first day of sales. Any tickets  
349 not sold to graduate/professional students at the end of the day may be returned  
350 to the general student pool of tickets. If all allocated graduate/professional  
351 student tickets are sold, graduate/professional students may still purchase  
352 discounted tickets from the general student pool.
- 353 8. The Cornell Concert Commission shall track the number of tickets sold to  
354 graduate/professional students, and report these numbers back to the GPSA  
355 upon request.
- 356 9. The Cornell Concert Commission shall offer identical pricing to  
357 graduate/professional and undergraduate students.
- 358 10. The Cornell Concert Commission shall follow the following advertising guidelines:  
359 a. CCC shall notify Graduate/Professional students at least 14 calendar days  
360 prior to tickets going on sale of at minimum: 1) The act/show, 2) The date  
361 and time of the act, 3) The price of tickets, 4) How to purchase tickets.
- 362 11. The Cornell Concert Commission shall consider the unique tastes of  
363 graduate/professional students in their act selection and shall host at least one  
364 show a year where an act is specifically chosen for their appeal to  
365 graduate/professional students.

#### 366 **Cornell Tech Campus - Master's Students**

- 368 1. The activity fee (GPSAF), appropriately deducted for the contributions to the  
369 GPSA & Risk Management, will be returned to a registered and officially  
370 recognized organization at the Tech campus in NYC. The Cornell Tech  
371 organization must satisfy these conditions:
- 372 a. Have a set of bylaws and funding guidelines that will outline how the funds  
373 will be distributed equitably among the different groups on the Cornell  
374 Tech Campus.
- 375 b. Register every year with the SLECA office via the OrgSync platform (or  
376 equivalent registration system needed for every student organization at  
377 Cornell University).
- 378 c. Submit a detailed report to the appropriations committee every two years  
379 in the activity fee setting year. This report must be submitted by the final

- 380 byline application deadline and outline all their requests and expenses  
381 similar to every byline funded organization.
- 382 d. Subject to all Cornell regulations as enforced by the GPSA.
  - 383 e. Review and update their bylaws & funding guidelines two years. It is  
384 recommended that this be performed in the Spring semester of the activity  
385 fee setting year.
  - 386 f. Follow all the regulations required for a byline-funded organization.
- 387 2. Conflict Resolution: Any student group funded by Cornell Tech Organization has  
388 the right to appeal if they feel that their allocation was unfair. The Cornell Tech  
389 Organization shall set a formal appeals process, which will be reviewed and  
390 approved by the GPSA Appropriations Committee by December 1, 2018, to  
391 determine how these disputes will be resolved.

### 392 **Cornell University Department of Athletics & Physical Education**

- 394 1. All obligations listed in Article 5 §5.02.
- 395 2. The Dept. of Athletics and Physical Education shall continue to provide graduate  
396 and professional students with opportunities for physical and outdoor education,  
397 recreational services, and intercollegiate athletic competition including, but not  
398 limited to, participation in Cornell Outdoor Education (COE), the intramural sports  
399 program, and access to the Cornell Fitness Centers.
- 400 3. The Dept. of Athletics and Physical Education shall continue to maintain and  
401 distribute, in their current form, the Big Red Sports Pass and discounted men's  
402 ice hockey season tickets to graduate and professional students at publicly  
403 specified times and locations.
- 404 4. The Dept. of Athletics and Physical Education shall monitor the attendance of  
405 graduate and professional students at athletic events in order to better facilitate  
406 future GPSA appropriations decisions.
- 407 5. At least once per semester, an email will be sent to all students advertising  
408 information about graduate/professional student event/ticket sign-up and  
409 purchase options, including, but not limited to, the Big Red Sports Pass and  
410 hockey season tickets.

### 411 **Cornell University Emergency Medical Service (CUEMS)**

- 413 1. All obligations listed in Article 5 §5.02.
- 414 2. Cornell EMS shall continue to provide exemplary emergency response and basic  
415 life support for the graduate and professional students of the Cornell community,  
416 using updated equipment and emergency response vehicles.
- 417 3. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation  
418 (CPR) and automated external defibrillation (AED) instruction, along with First

- 419 Aid classes for training of EMS members and interested graduate and  
420 professional students.
- 421 4. Cornell EMS shall continue to provide emergency response support for special  
422 events on the Cornell campus.
  - 423 5. Cornell EMS shall provide extensive training to all squad members consisting of  
424 basic emergency medical technicians (EMT-B), Critical Care Technicians  
425 (AEMT- CC), and Paramedics (AEMT-P).
  - 426 6. Cornell EMS shall continue to stand by at graduate and professional student  
427 events free of charge.

428

### 429 **Cornell University Programming Board (CUPB)**

- 430 1. All obligations listed in Article 5 §5.02.
- 431 2. The Program Board shall fund at least one lecture per year with an honorarium of  
432 at least \$10,000. At the speaker's request, any honorarium paid may go to  
433 charity.
- 434 3. The Program Board can subsidize expenses for no more than one elected or  
435 appointed public official per year, regardless of cost. At the speaker's request,  
436 any honorarium paid may go to charity.
- 437 4. The Program Board shall seek to have at least one event free of charge to all  
438 Cornell students.
- 439 5. The Program Board shall offer students reduced ticket prices as well as the  
440 opportunity to purchase the best seats available at performance venues one full  
441 day prior to being sold to the general public.
- 442 6. In order to alleviate costs for other Cornell organizations, the Program Board  
443 shall designate at least 5% of its budget for co-sponsorships.
- 444 7. The Program Board shall allocate at least 35% of tickets for sale exclusively to  
445 graduate/professional students on the first day of ticket sales. Any tickets not  
446 sold to graduate/professional students at the end of the day may be returned to  
447 the general pool of tickets. If all allocated graduate/professional student tickets  
448 are sold, graduate/professional students may still purchase tickets from the  
449 general student pool.
- 450 8. The Program Board shall track the number of tickets sold to  
451 graduate/professional students, and report these numbers back to the GPSA  
452 upon request.
- 453 9. The Program Board shall offer identical pricing for tickets to  
454 graduate/professional and undergraduate students.
- 455 10. The Program Board shall make efforts to advertise to the graduate/professional  
456 students about the upcoming events within a reasonable period of time before  
457 tickets go on sale.



- 458 a. The Program Board shall notify Graduate/Professional students at least 14  
459 calendar days prior to tickets going on sale of at minimum: 1) The  
460 act/show, 2) The date and time of the act, 3) The price of tickets, 4) How  
461 to purchase tickets.

462 11. The Program Board must attend any and all hearings for the organization and  
463 respond to any inquiries presented by the GPSA Appropriations Committee  
464 during the setting of the 2020-2022 Activity Fee to be considered for the full  
465 funding request.

466  
467 **Graduate and Professional Student Assembly (GPSA)**

- 468 1. All obligations listed in Article 5 §5.02.
- 469 2. Of the GPSA's allocation, \$2.71 per student (or the amount per student equal to  
470 \$20,000/year) shall be set aside for Anabel's grocery store. The GPSA executive  
471 committee and the Appropriations Committee will carefully evaluate (annually in  
472 the Fall semester) if the grocery store satisfies all the obligations set forth by the  
473 GPSA in Resolution #3 (AY: 2017-2018). The funding to Anabel's grocery store  
474 is provided for a maximum of four years (equal to no more than \$80,000); if more  
475 funding is required for the grocery store beyond this they are required to apply as  
476 an independent byline funded group.
- 477 3. In the event that the GPSA reconsiders its support for Anabel's grocery store, the  
478 funds will remain with the Assembly and will be rolled over towards a Graduate  
479 and Professional student emergency fund (for example, modelled upon  
480 undergraduate Students Helping Students fund)
- 481 4. No more than 20% of the GPSA budget may be utilized for travel by Executive  
482 Committee and Voting Members. Exceptions may be approved by a majority vote  
483 of the seated membership of the GPSA Appropriations Committee.
- 484 5. The GPSA shall, at least once per byline cycle, distribute a survey to all  
485 professional and graduate students to solicit feedback on their satisfaction and  
486 knowledge of the GPSA's actions. The anonymized data from this survey shall  
487 be collected and the GPSA Executive Committee members shall present this  
488 data some time after the survey completion. The survey data shall also be made  
489 available to all members of the GPSA.
- 490 a. The survey should contain the following questions:
- 491 i. What student group are you in? (graduate/professional/dual  
492 degree)
- 493 ii. Have you heard of the Graduate and Professional Student  
494 Assembly (GPSA)? (yes/no)
- 495 iii. Have you heard of the Graduate and Professional Student  
496 Assembly Finance Commission (GPSAFC)? (yes/no)

- 497 Do you know what the Graduate and Professional Student Activity  
498 Fee is? (yes/no)
- 499 iv. Do you know what the Graduate and Professional Student Activity  
500 Fee is used for? (yes/no)
- 501 v. Have you ever participated in GPSA committees or served as field  
502 representative to the GPSA? (yes/no)
- 503 vi. Do you know who your field's representative to the GPSA is?  
504 (yes/no)
- 505 vii. How can the GPSA improve itself to better serve  
506 graduate/professional students? (500 character limit)
- 507 viii. Do you feel that the GPSA is addressing issues of concern to you  
508 (yes/no)?
- 509 1. If (yes/no) what issues do you think the GPSA has  
510 addressed (well/poorly)? (short response)
- 511 ix. Demographic questions (optional) for example (as an illustrative,  
512 not constraining list) : gender, ethnicity/race, citizenship status,  
513 nationality, sexuality, age range, married/single, parental status,  
514 religion, disability (physical, mental) status, funding source, political  
515 viewpoint.
- 516 b. Survey questions may be modified, or new questions added in subsequent  
517 byline cycles.
- 518

### 519 **Graduate and Professional Student Programming Board**

- 520 1. All obligations listed in Article 5 §5.02.
- 521 2. The GPS Programming Board shall continue to plan quality events for the  
522 graduate/professional student community.
- 523 3. The GPS Programming Board shall spend no more than 50% of its byline  
524 allocation on any single event (e.g. Grad Ball).
- 525 4. The GPS Programming Board shall seek to co-sponsor at least two events per  
526 semester.
- 527 5. The GPS Programming Board shall continue to make additional efforts to reach  
528 out to professional schools to advertise and co-sponsor events.
- 529

### 530 **International Student Union (ISU)**

- 531 1. All obligations listed in Article 5 §5.02.
- 532 2. The International Student Union shall focus on its mission of providing advocacy  
533 for international students ensuring they focus on the unique and distinct needs of  
534 international graduate/professional students and de-emphasize their role as a  
535 funding agency to supplement the GPSAFC.

- 536 3. The International Student Union shall seek to engage graduate and professional  
537 communities, especially by way of recruiting additional graduate and professional  
538 student members to the International Student Union.
- 539 4. The International Student Union shall track graduate and professional student  
540 attendance and feedback for events.
- 541 5. GPSA funds may only be used to support student events and organizations that  
542 are primarily focused upon or hosted by Graduate and Professional student  
543 organizations.
- 544 6. The International Student Union shall track the utilization of funds from the  
545 graduate and professional student activity fee and shall report on their utilization  
546 to the GPSA Appropriations Committee in all subsequent byline applications.
- 547 7. The International Students Union shall make additional efforts to reach out to  
548 Graduate and Professional students.
- 549  
550

#### 551 **Section 5.04 Regarding Violations**

552

- 553 a. Organizations which violate these guidelines shall have their eligibility for funding  
554 investigated by the GPSA Appropriations Committee. After a notification provided  
555 to the GPSA during the Appropriations Committee Update at a regular meeting,  
556 or via email, the Appropriations Committee may levy penalties or sanctions to  
557 organizations that are found in violation of these guidelines. The GPSA expressly  
558 reserves the right to revoke Activity Fee funding.
- 559 i. First-time violations will be followed up with communication explaining the  
560 violation to an organization's leadership, address any confusion in the  
561 requirements, and steps to ensure future adherence, pending the severity  
562 of the violation.
- 563 ii. For additional violations:
- 564 1. Minor violations, deemed as such after investigation by the GPSA  
565 Appropriations Committee and consultation with the GPSA, will  
566 result in fines no more than \$750 or 5% of an organization's annual  
567 byline funding allocation, whichever is greater.
- 568 2. Major violations, deemed as such after investigation by the GPSA  
569 Appropriations Committee and consultation with the GPSA, will  
570 result in fines up to the entire Activity Fee funding.
- 571 iii. Any fines collected will be given to the GPSAFC for the purpose of funding  
572 graduate/professional student organizations.
- 573 1. Organizations that are sanctioned may petition the Appropriations  
574 Committee to re-evaluate their decision within 14 calendar days of  
575 the sanction being imposed. Petitions may include additional

576 information or evidence of a violation being ameliorated. The  
577 Appropriations Committee may modify the prior sanction by  $\frac{2}{3}$  vote  
578 of its seated members.  
579 2. Should the Appropriations Committee decline to modify a sanction,  
580 an organization may request the Judicial Codes Counselor examine  
581 the action taken. The Judicial Codes Counselor shall review the  
582 sanction verifying that the Appropriations Committee followed their  
583 procedures and that the sanction is based off either objective facts  
584 or reasonable inference(s). The Judicial Codes Counselor may not  
585 substitute their judgment for that of the Appropriations Committee in  
586 substantive matters. Should the Judicial Codes Counselor find the  
587 Appropriations Committee did not follow their procedures or act  
588 upon objective facts or reasonable inference(s) the Judicial Codes  
589 Counselor shall document their findings and provide relevant  
590 information to the full Graduate and Professional Student  
591 Assembly. The Assembly may then modify or overturn the sanction  
592 by a majority vote of its seated members.  
593

## 594 **Item VI. Ratification and Expiry**

595  
596 Upon adoption by the GPSA, this document shall be in effect as of June 1, 2018. It shall  
597 expire on May 31, 2020 subject to the following exception:

598 a. Should the Assembly default on setting the Activity Fee, this document in  
599 its current form shall continue in force during the period of default and  
600 shall expire upon the next fee set and approved by the Assembly entering  
601 into effect.  
602

## 603 **Item VII. Amendments**

### 604 605 **Section 7.01**

606  
607 This document may be amended pursuant to Article VIII §D of the GPSA Charter.  
608

### 609 **Section 7.02**

610 All amendments must also be incorporated into the GPSA Eligibility Criteria and  
611 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, the  
612 GPSA Bylaws and the GPSA Charter. It is recommended to amend the Charter first  
613 and then the other documents in sequence.